

SSA 63-1674 (9)  
64-0174  
64-2872

11 DEC 1963

MEMORANDUM FOR: Special Support Assistant to the DD/S

SUBJECT : Records Disposal

REFERENCE : Comptroller's Memo to the DCI dtd 13 Nov. 61,  
Subj: Retention and Disposition Program for  
Confidential Funds Financial Documents

1. The proposal to dispose of certain records from the Office of the Comptroller, as indicated in the reference memorandum, has been reviewed in the Office of Security.

2. The Security Research Staff and the Investigations Division of the Office of Security have successfully used these Comptroller files in security analyses. They express concern for these records as one of the Agency's counterintelligence tools. They prefer the disposal time to be more conservative than the twelve years. It also is noted that, according to the proposed time limit for the categories listed, all CIA, CIG, and OSS records prior to 1951 would be eligible for immediate destruction.

3. In view of the Office of Security's successful use of such documents in the past and due to the counterintelligence considerations, it is recommended that a retention period of 20 years be established for the files itemized as number 9 through 20 on Tab A of the Comptroller's referenced memorandum.

Signed

[Signature Box]

Deputy Director of Security

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Distribution:

Orig. & 1 - Adse. w/basic

*Ledgers & journals*

*Original vouchers & supporting doc.*

*Agent files; cashiers files; cancelled checks*

*Payroll case files*

*Import fund authorization files*

*Cancelled files*  
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